



King County
INFORMATION TECHNOLOGY PROJECT MANAGER I
DEPARTMENT OF ADULT & JUVENILE DETENTION
ADMINISTRATION DIVISION

Annual Salary Range: *\$66,474 - \$84,260

Job Announcement: 06RF5870

OPEN: 2/15/06 CLOSE: 2/22/06

*Subject to applicable increases upon implementation of 2006 Rates

WHO MAY APPLY: This career service position is open to current King County employees, including Term Limited Temporary, qualified applicants.

WHERE TO APPLY: Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Office. Materials may be either:

- Mailed to: KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, Washington 98104;
- Hand Delivered to: KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, Washington; or,
- E-Mailed to: Recruitment.DAJD@Metrokc.gov

Application materials must be received by 4:30 p.m. on the closing date. Postmarks are accepted.

Applications not received at the location specified may not be processed. Further inquiries may be directed to DAJD Human Resources at 206-296-4114.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume, and a letter of interest detailing how you meet or exceed the job qualifications listed below. For questions, please contact Ramona Flores at 206-296-4116.

WORK LOCATION: King County Correctional Facility, 500 5th Avenue, Seattle, WA.

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act. The workweek is normally Monday through Friday, 8:00am – 5:00pm but hours will vary depending on activities. Some weekend and evening hours may be required.

PRIMARY JOB DUTIES: This position will manage the migration and deployment of applications supporting the core business needs of the department that includes a critical roster management system comprised of complex components such as court detail dispatching, training, timekeeping, payroll and human resource information. This system is highly visible and has a significant financial impact on the Department overtime. The position will report to the DAJD Chief of Administration. **The essential functions of this position are detailed on the second page of this announcement.**

QUALIFICATIONS: Five years of work experience involving complex operational analysis (staffing analysis, concepts and modeling), project management related to informational system development (including analysis, design, implementation, maintenance, documentation and training procedures

and practices), computer programming concepts/system architecture, and large criminal justice system management (jail system – related to the management of operational and business units. Proven analytical and conceptual skills in criminal justice, proficiency in presentation, organizing, planning, executing projects; and effective oral and written communication skills.

Most competitive candidates will demonstrate an ability to perform complex project management stated above, lead multi-discipline team efforts to define and complete various types of projects, and communicate effectively the results of their work to senior managers. Related experience in a jail setting is preferred, to include: Knowledge of Clipper 5.3 development language and other Xbase languages, and Microsoft VB6 and .NET development environment concepts and technology. County payroll and financial system business requirements, large jail operations; operational plans and staffing, and employee scheduling principals and concepts within an operational environment..

SELECTION PROCESS: The selection process will consist of an evaluation of the materials listed above under Forms and Materials Required. Those applicants judged most competitive based on a screening of application materials received may be requested to complete additional testing and/or scheduled for interview.

NECESSARY SPECIAL REQUIREMENTS: Selected candidates must pass a thorough background investigation process which includes polygraph, criminal history check, fingerprinting, and references.

UNION MEMBERSHIP: This position is represented by Local 17 - Information Technology collective bargaining unit.

CLASS CODE: 7331100

Information Technology Project Manager I
Department of Adult & Juvenile Detention
Administration Division
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The essential functions of this position are outlined below. Please see front page of this announcement for application instructions and minimum qualifications.

Essential Duties:

1. Assures that deliverables meet requirements, are within scope, and meet quality standards established for the system.
2. Establish department needs analysis through facilitating team meetings which consist of operational staff, other agencies in King County, and criminal justice partners to define and manage data analyses, analyzing current systems functionality and integration, studies of alternative business practices, and evaluations.
3. Evaluate and establish plans for application upgrade, which ensures continuation of existing level of service while integrating replacement component.
4. Serve as an expert advisor to the department with the understanding of informational system design, agency budget, staffing and operational analyst, county automated payroll, personnel and financial systems and their related business requirements. Ensure projects maintain compliance with all relevant State, Federal, local and King County laws and regulations.
5. Monitor and document progress of projects; maintain auditable project files.
6. Represent the DAJD Director and Chief of Administration on various criminal justice and intergovernmental committees and contract negotiations. Present effectively the findings from analyses to senior managers.
7. Design data gathering instruments, collect and analyze data, and prepare reports in response to requests from department management, and other county agencies.
8. Provide computer programming concepts/system architecture.
9. Provide documentation to ensure migration to alternative payroll systems.
10. Develop and maintain operational reports.
11. Train DAJD staff on system functionality.